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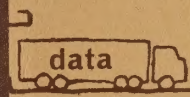
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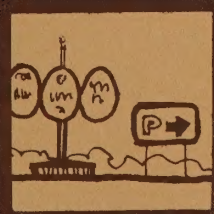
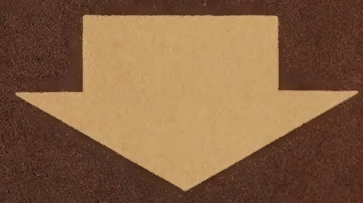






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A COMPREHENSIVE
DEVELOPMENT PLAN
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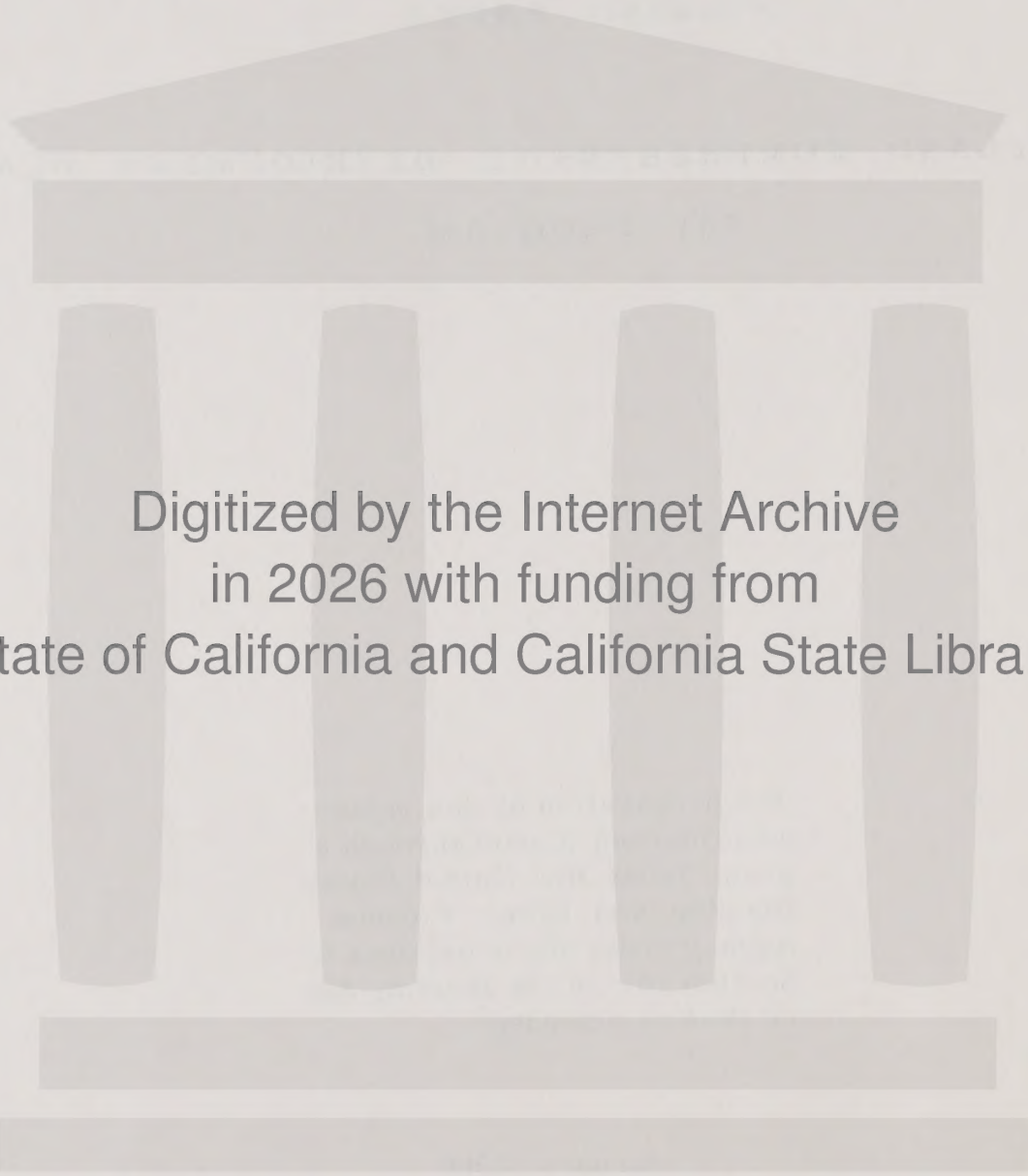
WORKING PAPER

OAKLAND COMPREHENSIVE DEVELOPMENT PLAN

701 PROGRAM

The preparation of this report was financed in part through a grant from the United States Housing and Home Finance Agency under the provisions of Section 701 of the Housing Act of 1954 as amended.

January, 1966



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PREFACE

This working paper describes a survey of data available in selected agencies of the City of Oakland, the County of Alameda, and other regional and private agencies. Prepared as part of the first phase of the "701 Program," its major purpose is to provide research personnel with a broad-brush picture of the nature and location of data sources. It is not intended to provide a complete analysis of all data available. Because of the interest expressed by a number of City of Oakland officials in such a survey, this paper is being made generally available.

The existence of a particular set of data does not necessarily mean that the data can be released. Frequently, files on individual persons or establishments are kept confidential to protect privacy. Thus, permission for access to data must be obtained on an individual basis from the appropriate agency head.

Each data source is described briefly in order by agency. A data source involves, in some cases, the filing of particular forms and, in other cases, the filing of folders which contain a variety of forms as well as other information. It may also involve simply a single wall map. Each item is assigned a number and is cross-referenced by number. In many instances, sample copies of the forms have been collected. If a sample form is on file in the 701 Program office in Oakland, this is indicated by the letter "O" in the margin, or in the body of the text. If it is on file at Stanford Research Institute, it is indicated by the letter "S".

In general, attempt has been made to acquire the following information, where relevant, with respect to each data source: agency name, name of file, data description, frequency or time of collection, format, storage system, availability of summary data, and incidental notes of possible interest to users.

Material for this report was gathered and edited by Peter D. Fox of Stanford Research Institute, and Lois Chale of the Oakland City Planning Department, with assistance from John Laue of the Alameda County Planning Department.

Comments and criticisms of the working paper, both by potential users of the data described and by officials of the departments interviewed, are welcomed.

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1. MINUTES OF MEETINGS

Looseleaf binders with minutes of meetings printed on 8-1/2" x 11" paper, filed by type of committee and then by date. There are three types of committees: the executive committee, the coordinating committee and six field sections. The field sections each are concerned with a section of Oakland and involve themselves in actual cases. They meet twice monthly.

1. CAPITAL IMPROVEMENT PROJECT FOLDERS

Folders have information relating to capital improvements and major city projects. Examples of major projects are the 701 Program and the anti-litter campaign. Folders have such items as relevant engineering reports, description of Council meetings, ordinances, contract resumes, newspaper clippings, and letters and memos. Information on street and engineering projects are in separate folders. (2).

2. STREET AND ENGINEERING PROJECT FOLDERS

Has budget for current year and estimates for four years in the future. Also has studies on sources and allocation of revenue. Includes expenditures on streets, sewers, lighting, etc.

3. QUARTERLY BUDGET PROGRESS REPORT

These are reports on major city projects, typically capital improvement projects, on which the Council has asked to be kept informed. Most information is not of a financial nature. Reports are in an 8-1/2 x 11 inch folder with one or two pages written quarterly about each project.

4. BACKUP FOLDERS ON CITY BUDGET APPROPRIATIONS

Folder has detailed requests for funds from departments, statements of the budget analysts, correspondence, and any other relevant material. Excerpts from City Council meetings are occasionally included.

There is one folder per appropriation number in the budget. These folders have a 5-year retention period in Budget and Finance. The request for funds are made on the sheets that accompany the departmental budget instructions.

5. FOLDER OF SPECIAL PROJECTS OF A NON-BUDGETARY NATURE

Budget analysts periodically conduct special projects relating to the operation of a city government. Folders contain all correspondence or reports relating to the project. Final reports to the City Council are included if such a report has been written. Examples of special projects are: an investigation of the City's truck replacement program, the management of the office equipment program, and a study of the advisability of a centralized messenger service.

6. REVENUE FOLDERS

Folders on existing sources of revenue. Folders have, typically, a summary of revenue for several years back (number of years reported varies with the type of revenue), charts, projections, graphs of trends, very complete information on tax rates, reports from the State of California, any special studies, ordinances, or correspondence. Filed by source of revenue.

There are 13 folders on 13 current sources of revenue other than property taxes. Excluding property taxes, these sources represent about 92% of the City's revenue. In addition, there are several folders on property taxes that include comparisons with tax rates in other cities.

7. FOLDERS OF STUDIES ON POTENTIAL SOURCES OF REVENUE FOR CITY

Budget analysts periodically investigate possible new sources of revenue. One folder is devoted to each new source studied. Method of collection is discussed and potential revenue is projected.

TREASURER'S DEPARTMENT -- PERMITS AND LICENSES

8. ACCOUNT CARD FILE

Lists name of business, address, amount of tax paid and date of payment.

One 4" x 6" card is used for each business. Card has tax paid for many years back. Card is filed by type of business or profession and by expiration date.

From the tax, it is possible to infer gross receipts for professionals, and number of employees for wholesale, retail, jobbing, and manufacturing activities. This is confidential information.

TREASURER'S DEPARTMENT -- PERMITS AND LICENSES

9. DECLARATION OF GROSS RECEIPTS BY PROFESSIONALS AND BY FIRMS IN THE AMUSEMENT INDUSTRY (O, S)

Declaration has name of firm, nature of business, address, gross receipts. Information posted to account card (8). This is confidential information. Stored by date of license expiration. Declarations are usually not kept beyond 3 years.

TREASURER'S DEPARTMENT -- PERMITS AND LICENSES

10. STREET CARD FILE

Gives name of business and address. Filed by street location on 4" x 6" card.

TREASURER'S DEPARTMENT -- PERMITS AND LICENSES

11. AFFIDAVITS FOR LICENSES OF BUSINESS INVOLVED IN WHOLESALE, RETAIL, JOBBING AND MANUFACTURING ACTIVITIES

Declaration has name of business, nature of business, address, average number of people, average number of trucks. Information posted to account card (8). Average number of employees determines tax. This is confidential information.

Stored by expiration date. Affidavits, 3" x 5" paper, are usually not kept more than 3 years.

TREASURER'S DEPARTMENT -- PERMITS AND LICENSES

12. HOTEL TAX DECLARATION FOLDERS

Folder has registration form (S, O) and completed tax declaration form (S, O). It also contains exemption certificates (S, O) for transients whose stay is related to work for governmental agencies. Tax is 4% of price of room, but government employees are exempt if their stay is in connection with official duties.

Tax initially adopted in 1965.

TREASURER'S DEPARTMENT -- PERMITS AND LICENSES

13. CARD FILE OF HOTELS

Card has hotel name, address, phone number, certificate number (for records of hotel tax), and tax paid each quarter. Gross receipts can be inferred from the hotel tax, except that guests staying over 30 days and government employees traveling in connection with their official duties are not taxed. Information on gross receipts is confidential.

Filed alphabetically by name of hotel, on 5" x 8" cards.

TREASURER'S DEPARTMENT -- SEWER SERVICE CHARGE COLLECTION
14. LEDGER (ACCOUNTS RECEIVABLE) CARD (S, O)

Punched computer card received from water company (EBMUD) at time of sewer service charge billing. One card per bill.

BUDGET AND FINANCE COORDINATING DEPARTMENT - OAKLAND

Card gives period to which billing refers, account number, meter readings, water consumption, current billing, delinquency amount, penalty, and amount due.

Kept since July 1962.

Ordered by account number and then by date. Cards are printed out daily (prior to ordering by account number) on the sewer service charge billing register (15).

15. TREASURER'S DEPARTMENT -- SEWER SERVICE CHARGE COLLECTION
SEWER SERVICE CHARGE BILLING REGISTER (S, O)

This is a printout, done daily, of the ledger (accounts receivable) card (14). The register has 13" x 11" pages. Each line in the register refers to a particular bill. Line gives period to which billing refers, account number, meter readings, water consumption, current billing delinquency amount, penalty, and amount due.

Ordered by type of billing (commercial, residential), and then by date and account number. Pages of register are being microfilmed, and kept since July 1962.

16. TREASURER'S DEPARTMENT -- SEWER SERVICE CHARGE COLLECTION
SEWER SERVICE CHARGE BILLING STUBS (S, O)

The stubs from the sewer service charge bills are preserved. These stubs are returned when the bill is paid by the customer. Stub gives account number, date of end of billing period, and amount of bill.

Kept since July 1962. Stubs are stored by commercial and residential, and then by account number.

If no penalty is involved because of late payment, the information from the stub is reproduced on a punched card which is checked against the ledger card (14) by machine. Paid card retired and work card destroyed. Delinquencies are checked manually.

17. TREASURER'S DEPARTMENT -- SPECIAL ASSESSMENTS
FOLDER OF FINANCIAL INFORMATION RELATING TO BONDS

Folder has legal documents, list of owners being assessed in the special district, and related correspondence. Folders kept for last 15 years. Correspondence is only maintained at the time the bond is first issued and is then transferred to a separate correspondence file.

One folder per series of bond, ordered by series number.

18. TREASURER'S DEPARTMENT -- SPECIAL ASSESSMENTS
RECORD OF BOND REPAYMENTS

Legal information on bond and record of repayment. Typically one page per lot in large book. Date and amount of each repayment are recorded.

Ordered by series and bond number.

19. TREASURER'S DEPARTMENT -- SPECIAL ASSESSMENTS
FILE OF BONDS

This is a file of the actual bonds repaid over approximately the last 14 years.

Ordered by series and bond number.

20. TREASURER'S DEPARTMENT -- SPECIAL ASSESSMENTS
TRACT FILE

Listing all special bond assessments by tract since 1908. Card gives lot identification, block identification, bond series and bond number.

3" x 2" cards filed by tract.

File is used primarily by real estate agents and title insurance representatives who are interested in liens against a property.

BUILDING DIVISION

1. OPEN SHELF FILES

Includes for each street address:

Building permit (2);

Other permits - house moving permit (0), sign permit (0);
structural pest control permit (0);

Orders to bring structures up to building code;

Correspondence with owners relating to permits;

Report of residential record (9);

Certificate of occupancy (10).

Stored in folders filed by street address. Records in folders go back to 1942. Division has permits stored in other locations back to 1906. Folders on properties acquired by public action are stored along with rest of folders using a different colored label.

BUILDING DIVISION

2. BUILDING PERMIT (0)

Includes date filed; date issued; permit number; value, classification of permit (alter, addition, new construction, repair, wreck, other); street address; owner's name; size and height of new construction; type of occupancy; zone; type of building; etc.

Permits granted are listed in Master Ledger (3); filed in open shelf file (1); listed in 10-day reports (4); summarized by month and by year (6, 7).

Note: Information on building permits, from 10-day reports, is used by the Oakland School Department - School Boundaries Division, who notes census tracts for all new buildings, conversions, demolitions and prepares a map showing residential activity for the past six months. State Department of Finance also uses building permit information for population estimates. The City Planning Department keeps record of housing inventory changes by census tract summarized by 6-month periods, and totaled for each of the 23 statistical areas for purposes of population estimations by the Alameda County Planning Department.

BUILDING DIVISION

3. MASTER LEDGER OF BUILDING PERMITS GRANTED

Daily listing of building permits granted with note made whether building has been finally inspected. Includes information on permit number; date issued; owner; contractor; architect; nature of application (fire repair, addition, garage, 2 story - 4 family residence, etc.); cost; street address; fee; etc. In book form - one copy.

BUILDING DIVISION

4. TEN DAY REPORTS OF BUILDING PERMITS

Includes permit number; name of owner; description (alteration, repair, moving, wrecking, conversions, new structures as 2 story 4 family apartment house, etc.); street address; cost. Does not identify which permits have been finalized. Typed copies of ten day reports go to: School Department, Pacific Telephone, City Planning Department, Housing Division, Police Department, Building Division, Alameda County Assessor's Office.

BUILDING DIVISION

5. ENGINEERING LOG OF BUILDING PERMIT APPLICATIONS

Daily listing of building permit applications in book form. Includes street address, number of Sanborn Map or original tract map, date, type of building.

BUILDING DIVISION

6. SUMMARY OF APPLICATIONS FOR BUILDING PERMITS FOR THE MONTH OF _____ (0)

Two-page mimeograph includes number of permits issued; number of inspections made; total cost for each category of permit (e. g. , residential - 1 family, 2 family --, non-residential, signs, additions, demolitions); net change in number of family units; units gained; units lost; fees collected and comparison with corresponding period for previous year.

BUILDING DIVISION

7. SUMMARY OF APPLICATIONS FOR BUILDING PERMITS, ANNUAL (0)

Four-page mimeograph includes number of permits; number of dwelling units; value of construction for each category of permit.

HOUSING DIVISION

8. PARCEL FILES FOR COMPLIANCE AREAS

Folders include contacts with owner; record of inspections; list of deficiencies; action taken; Certificate of Occupancy; Report of Residential Record. Folder for each parcel in the compliance areas, drawers for each area, folders ordered by street address within areas.

HOUSING DIVISION

9. REPORT OF RESIDENTIAL RECORD (0) TRIPLE R

Required of owner of residential structure (except single family) prior to sale, for the protection of the buyer. Includes address; name of owner; date of construction; number of habitable buildings on the premises; number of dwelling units; number of hotel or sleeping rooms; number of habitable rooms; zone; fire district; building permit numbers issued.

Filed in Building Division Open Shelf Files (1) and Housing Division Parcel Files for Compliance Areas (8).

HOUSING DIVISION

10. CERTIFICATE OF OCCUPANCY (0) C/O

Application for C/O can be initiated by owner or by urban renewal representative. Required for any new residential building and for existing buildings on complaint or on application for Triple R if code deficiencies are found or if building is in compliance area for urban renewal. Includes type of building; number of stories; number of habitable rooms on each story; date; location; owner; zone; fire district; building permit number; building completion date, expiration date.

Filed in Building Division Open Shelf Files (1) and Housing Division Parcel Files for Compliance Areas (8) and with Permits and Licenses.

HOUSING DIVISION

11. HOUSING CODE VIOLATION COMPLAINT FILE

Includes address, date and nature of complaint, action taken. On 5" x 8" sheets of paper ordered by street address. Records since 1958.

HOUSING DIVISION

12. FILE OF VACANT LOW-PRICED UNITS

Includes address, type of lease, price, number of rooms, type of structure, restrictions on rentals, condition of unit. On 5" x 8" cards by number of rooms in unit for purpose of relocating families displaced through code enforcement and other public action.

Method: search of newspaper ads, field search for signs, referrals from Urban Renewal representatives, contacts with real estate agents.

HOUSING DIVISION

13. FILE OF FAMILIES DISPLACED THROUGH CODE ENFORCEMENT

Includes name; current rent; estimate of rent that they can afford; race; number of rooms currently occupied; number, age, and sex of children; record of contacts with family; and for those who have been relocated, information on the unit they moved into. Folders ordered by family name.

HOUSING DIVISION

14. INFORMATION ON RELOCATION NEEDS. July 1, 1965 to June 30, 1967

Primary information is included in the Workable Program for Community Improvement in the section "Housing for Displaced Families", Section C, 1965.

Estimates of the numbers of families and individuals to be displaced by governmental action in the next two years are included in this report as revised by letter from Mayor Houlihan to Robert Pitts, HHFA Regional Administrator, dated October 25, 1965. Additional families to be displaced by Grove-Shafter Freeway are estimated as per letter from T. A. Andreatta, State Division of Highways, to Mr. Ng, Oakland Street and Engineering Department, dated November 16, 1965.

Copies of the Workable Program and the two letters are available in the Building and Housing Department.

HOUSE NUMBERING DIVISION

15. 50' SANBORN MAPS

The following information is entered on the maps at the time an applicant comes to the division for a street number: building outline, number of dwelling units, setback, date, type of building (store, house, office, etc.) variance number (where applicable). Also cancellations, expirations, and demolitions are noted but not dated.

HOUSE NUMBERING DIVISION

16. CALENDAR LISTING OF FINALIZATIONS

A daily listing of building permit numbers of construction which has been finalized is compiled from the building inspectors' copy of the permit. This listing includes notation of demolitions as well. The listing is kept for 90 days.

HOUSE NUMBERING DIVISION

17. ACTIVE PLAN FILE

All surveys and plans are filed by building permit number in this division. Plans for residential buildings of one or two stories are retained for 90 days after finalization. Plans for large commercial buildings and for all buildings of three stories or more are retained permanently.

HOUSE NUMBERING DIVISION

18. TRACT AND SUBDIVISION MAPS

Maps, when submitted, show parcel lines, street dedications, utilities lines, and acreage per parcel. The house numbering division enters address, date, and type of building. When a building permit is taken out, the affected parcel is colored green.

This is the major source of land use data above the Warren Freeway.

1. CHARITIES PERMITS

Each charitable organization must get annual permit (0) covering first event, with supplements for each additional event within the year. Must also file financial report after each event (0) giving actual gross receipts, expenses and net gain. Includes name, address, date, events to be held, methods of solicitation, purpose, estimated amount to be raised and cost of solicitation.

Filed by active or inactive status by name of organization.

2. CITY MANAGER'S PERMITS

Permits required for most businesses (except such as restaurants, bars, new auto sales, new retail sales - list of businesses not requiring a manager's permit is available from the licensing division of Budget and Finance Department). List of activities requiring permit is in "Sample Form File Folder". (0). Major volume is "Public Assembly" permits.

Includes names, address of operation, type of operation, designation as new business, change of location, change of ownership, references, initials of City departments concerned with particular type of permit.

Two files: 1) Applications pending, filed by type of business; 2) Permits granted or denied, filed by number assigned in order of application. Crossfiled by name of applicant and by street address.

Copies of applications go to various departments concerned.

1. CENTRAL DISTRICT INVENTORY

Data were collected for each use parcel, building, nonresidential open area, unit of nonresidential space, and operating nonresidential establishment in the Central District by field survey, Sanborn maps, and other sources in 1959. Selected data were updated to 1963.

Information for each parcel includes address; census tract; census block number; lot number; ownership; occupancy; type of development; number of dwelling units and rooms; type of building; employment; land area; floor space; assessment. Nonresidential establishments were described as to activity type, employment and floor space.

Remington Rand punch cards were prepared for two files; parcel file and establishment file. Numerous cross tabulations were printed out from the cards. Maps were prepared of land use, distribution of activity by type, and selected land use changes from 1959 to 1963.

2. STUDIES MADE FOR THE CENTRAL DISTRICT PLAN

A wide range of studies were made between 1960 and 1965 using data from the Central District Inventory (1.) and from other sources. Some of these studies have been published separately and are noted on the "List of Recent Publications" (4.). Other studies were incorporated in the final report of the Central District Plan.

Studies include: general activity analysis and projection; retail trade study; residential study; nonresidential parking study; development potential studies; traffic projections; trafficways studies; physical form studies; area studies; and effectuation studies. For a complete list, see the Central District Plan, Appendix.

Backup materials on studies, published or unpublished, are in the file folders.

3. MAP INVENTORY

The map file of the Department (indexed on cards) includes base maps, historical maps, and studies on a wide variety of subjects. The major categories are: General Plan; Airport development studies; U. S. Census; Central Business District Economic Studies; Annexations; Industry; Land Use by citywide, subareas, and functional categories; Parks and recreational areas; Federal property; Quasi-public institutions; Population distribution; Port and shoreline; Public facilities of local government; Public utilities; Schools; Shopping centers; Street and freeway plans; Zoning studies.

4. LIST OF RECENT PUBLICATIONS

Three or four page ditto for distribution lists: a) publications of the department available for distribution, date, and cost and b) publications of the department for library use or loan only.

Publications include city-wide information on such things as zoning; design resources; subdivision ordinance; residential area analysis; land use survey; and annual reports of the City Planning Commission. Special area plans and studies include Retail Trade in the Central District; Corridor redevelopment area; Civic Center-Peralta Park; Medical Center Hill; Peralta Oaks; Broadway redesign; Victorian Row; Trafficways in the Central District, etc.

Backup materials exist on many of these studies.

5. HOUSING DATA

A current inventory of Oakland housing has been maintained for each six month interval since 1960. Changes in the number of units in each size of structure are recorded for the city, 23 sub-areas, and 99 census tracts to January and July first of each year. This data is used in the population estimation program conducted by the Alameda County Planning Department.

Estimates of current housing "available for occupancy" are derived by updating the 1960 Census using the following information:

a) The Oakland Building Department ten-day report on permits for new construction, additions and demolitions. (The Oakland School Department records changes in the number of units by size of structure and census tract.)

b) Public Housing records.

c) Specific programs which cause units to be vacated, e. g., enforcement of the Housing Code.

d) Changes in residential institutions such as convalescent hospitals and dormitories.

e) A count of uncompleted apartments is used to modify new permit information. This data is kept in detailed workbooks which can be examined by the public. Also, a summary report is available which shows the net change in housing units by census tract since the 1960 Census.

6. POPULATION DATA

A forthcoming report will indicate population and housing estimates by census tract for 1960, 1965, and 1970. In addition, semi-annual population estimates are published by the Alameda County Planning Department for Oakland and for each of the 23 sub-areas, as well as for other parts of the County.

7. LAND USE SURVEYS - 1953 AND 1966

100 foot scale maps indicate land use per parcel by color code. Major categories include: residential, commercial, industrial, public utilities, public, semi-public, recreation, vacant and combined use. Variations in color allow for further breakdowns of the major categories to considerable detail.

Punch cards, one for each block, were made summarizing acreage per each of the major use categories and the percentage each use represented of net acreage. Data from the block cards is published in "Land Use Survey - 1953". In addition, print-outs of the block cards were bound in two volumes. Three land use manuals were also published which document data on the block cards.

An updating of land use information is under way as part of the 701 Program. Considerably more detail and other types of information will be gathered for block summaries than was gathered in 1953.

8. CURRENT PROJECTS FILE

Backup materials on current projects are stored in file folders in the department. Major headings include annexation, studies, area studies and plans, capital improvements, Central District, circulation, rapid transit, waterfront and bay development.

An index to these files is available for distribution, 1 page ditto, January, 1966.

9. GENERAL PLAN STUDIES (1959)

Backup studies for the 1959 General Plan are described in detail in "Data Handbook for the Preliminary General Plan", City Planning Commission, August 1959. Many of the studies described were not published separately. The major published study prepared in the course of General Plan studies is Oakland - 1980; A Population and Economic Analysis, prepared by Industrial Survey Associates for the Oakland City Planning Commission, 1955.

PLANNING ADMINISTRATION DIVISION

10. CASE FILES

Case files include all types of zoning cases: rezoning, exception to use, conditional use permit, design review, travel combining zones, zoning review, zoning text change. Folders include correspondence, maps, staff recommendations, action taken by Commission and by Council, dates of actions.

Folder for each case. Before 1960 each type of case except variances and subdivisions was filed and numbered separately. From 1960 to 1965 all types of cases were included in the same numbering series and folders were filed by number. Beginning in 1965, numbers start over each year.

Case numbers are posted in two places: on the Zoning Atlas, color keyed by type of case; and on the Street Card File which has a card for each street section ordered by street name containing a list of case numbers.

PLANNING ADMINISTRATION DIVISION

11. ZONING BOUNDARIES MAPS

Base maps showing zone boundaries as of 1963. Changes since then are put on mylar maps by erasing previous zone, i. e., the near current situation is shown on the mylar maps with the amendment data noted.

PLANNING ADMINISTRATION DIVISION

12. SUBDIVISION MAPS

There are three types of maps: 1) preliminary map is for review and report by Zoning Division staff; 2) tentative map is submitted for approval by Planning Commission, information copy sent to Council; and 3) final map is filed after approval by the City Council.

New preliminary and tentative maps are given the next consecutive file number (if it doesn't already have one) which is superseded by the Alameda County tract number when the final map is filed.

Access to file numbers is by key map and by list, cross referenced with County tract numbers.

PLANNING ADMINISTRATION DIVISION

13. PRIVATE ACCESS EASEMENT FILE

PAE is a minor subdivision of up to four lots and is granted by the Planning Commission on the finding that there is no other way of opening up the

property and that the lots conform to the zoning ordinance, and on condition that necessary improvements are installed. There are only a few in the City. Folders include correspondence, map showing layout, property lines, contours, etc.

PAE maps are given a separate series of consecutive numbers and filed by number.

PLANNING ADMINISTRATION DIVISION

14. STREET VACATION FILE

Folders include correspondence and maps. This is a duplicate of files in the Street and Engineering Department, Central Files.

Filed by location, alphabetical and numerical.

Street vacations are initiated by property owners or Redevelopment Agency through the City Clerk and referred to Street and Engineering and to Zoning. Planning Commission recommendation goes to Council accompanying the Street and Engineering Department report.

PLANNING ADMINISTRATION DIVISION

15. MISCELLANEOUS REFERRALS

Folders include correspondence, maps, recommendations, etc., on a variety of infrequent types of cases such as street openings, landscaping and design review, annexation action planned by neighboring jurisdictions, review of surplus property for appropriate zoning.

Each case is stored in folder and filed by type of case.

1. NATIONAL FALLOUT SURVEY

This survey, conducted by the National Bureau of Standards, U. S. Department of Commerce, gives day and night time population by census tract along with data on location and performance ratings of fallout shelters. Data are for 1962, and are printed on computer printout sheets.

ELECTRICAL DEPARTMENT - OAKLAND

1. GENERAL SUBJECT FILES

The department has files on a number of subjects. There is no consistency in the type of forms used. A file index (4 pages) is available in the Electrical Department and in the 701 Program office. The major subject breakdown is the following: radio, fire alarm, municipal buildings, street lighting, traffic signals, telephone, public service corporations, budget, technical societies, regulating bodies, unions, administration, inter-departmental correspondence, accounting, inspection, underground, periodicals, and BARTD.

2. STREET SURVEY FOLDERS

Folders of studies of street segments. Diagrams show location of all lights, driveways, doors, trees, etc. A street is surveyed if it is judged important by the department or in response to citizen requests. Purpose of surveys is to serve as inputs to decisions on improved street lighting.

Surveys date back to 1950 and are filed alphabetically by street.

FIRE MARSHAL

1. BLOCK FILES

Includes correspondence from Housing Division to substantiate condition of certain buildings; Commercial Inspection Report (2); Inspection report for City Manager approval to operate special operation; Copy of City Manager's approval; Correspondence initiated by Fire Prevention Bureau (Compliance Letters); Inspection report compiled by Fire Prevention inspector. One file folder for each block.

2. COMMERCIAL INSPECTION REPORT (0)

This is a permanent record of commercial properties including apartments, brought up to date with regular inspections by men in fire houses. Includes address; type of construction; name of occupancy; type of occupancy; stories; height; width; sketch of floor plan; street layout; and other information relevant to fire fighting.

Filed by street address in Fire Company houses after January 1966. Note: Structure and occupancy classifications have not been done carefully by Building Code numbers. Firemen are receiving training for this.

Inspection frequency for commercial properties:

Monthly - all A, B, C, and D occupancies under title 19 of the California Administrative Code. Includes theatres, schools, apartment houses, places of assembly, nursing homes, hospitals.

Quarterly - buildings in closely built sections including mercantile districts, warehouses, wharf districts.

Semi-annual or annual - other commercial buildings.

Inspected by men in firehouses - hazardous conditions reported to Fire Marshal for inspection and enforcement by titled inspector and to Electrical, Plumbing, Building, Housing Divisions for enforcement of violations concerning their divisions.

3. SUMMARY OF COMMERCIAL INSPECTIONS

File of folders, one per fire house, includes annual tabulation and monthly narrative of commercial inspections. File in Fire Marshal's office.

4. FILE OF INSPECTION REPORTS FROM FIRE HOUSES

4" x 6" slips, one for each inspection of residential or commercial occupancies; includes date, serial number (fire house, block number, street address), occupancy, remarks on conditions found, name.

Filed in Fire Marshal's office by engine number (fire house) by date.

5. FILE OF NURSING HOMES, HOSPITALS, HOMES FOR AGED

Folders, one for each institution, include correspondence, licensing information, and capacity. These are ordered by assigned number.

Information in folders is summarized on 3" x 5" cards ordered by street address. The cards include the assigned number and serve as access to the folders.

6. RESIDENTIAL INSPECTION PROGRAM

Now (1965) starting to inspect one-third of the single family and duplexes each year. Firemen look for specific fire hazards: housekeeping, plumbing, electrical. Notices go to enforcement agencies where necessary: Plumbing, Electrical, Housing, Building, and Fire Prevention Departments.

Fire Department gets notices from Building Department on new construction and from Housing Division on conversions from single-family or duplex to three or more units; change of occupancy to three or more units comes under a different occupancy code and, thus, a different inspection frequency.

Filed, after each spring program is finished, in main fire station by engine company and address.

7. OTHER PERMITS REQUIRED

Rocket engine permit.

To install, remove, or repair tanks with inflammable liquids.

To weld and burn material on ships and dock areas.

To use explosives "A", "B" & "C" and joint port permit.

Burning - (citizen).

Tank Truck.

Filed in Fire Marshal's office by subject by name of occupant or user.

8. FIRE REPORTS

Compiled on a daily basis and 3" x 5" cards are maintained for cross reference. Complete files are maintained on all arson fires but these are strictly confidential and may not be seen except by court order.

9. ANNUAL REPORT (0)

Includes summary of personnel, work performed, expenditures, equipment, inspections, fire loss story, fire causes, etc.

INDUSTRIAL DEVELOPMENT COMMISSION - OAKLAND

1. APRIL 1965 SURVEY OF LOCAL MANUFACTURERS

Questionnaires were sent to Oakland companies that were potential candidates for subcontracts from the prime BART contractors. Purpose of survey was to inventory physical facilities and availability of skilled workers so that this information could be made available to the prime contractors. This was intended to help plants in the City of Oakland compete effectively for subcontracts. Questions related to such items as type of skilled labor available, unused machine capacity, product line, unusual equipment, and unused plant capacity. 300 questionnaires were mailed to company presidents; 200 questionnaires were completed and returned. Some answers include very detailed listings of worker skills or specialized machinery.

Questionnaires were 8-1/2" x 11" sheets. Responses will be coded on computer punch cards.

2. FILE OF TIPS FROM BUSINESS EXTENSION BUREAU

The Business Extension Bureau is a private subscription service that provides subscribers with tips relating to businesses that are considering moving or expanding. Many of the tips are based on rumors. Tips are on 2" x 4" pieces of paper. The Industrial Development Commission keeps a file of those tips for which a follow-up is made along with the follow-up letter. Notes relating to important phone calls are also preserved.

Tips have been kept since 1962.

Correspondence is filed by quarter. Filing is random within each quarter.

3. FILE OF INFORMATION ON VACANT LAND SUITABLE FOR INDUSTRIAL SITES, AND OF PLANTS OR WAREHOUSES AVAILABLE FOR LEASE OR SALE

An attempt is made to keep as complete as possible a record of industrial sites, plants and warehouses that are for sale or lease. The records are kept in a single, loose-leaf binder. Information is usually filed by the name of the broker handling the property. Each broker is contacted every three or four months to keep the information current. Inaccuracies frequently occur because the Commission may not find out about available property or may not hear when previously available property becomes unavailable.

INDUSTRIAL DEVELOPMENT COMMISSION - OAKLAND

Purpose of file is to be able to respond to inquiries of companies interested in expansion or location in Oakland.

4. FOLDER OF COMPANIES ASSISTED

A folder is maintained for each company that has been assisted by the Commission. The folder typically includes all correspondence with the company and a description of any assistance rendered. Diagrams of the proposed plant or building, as well as newspaper clippings, are included in the folder where these are relevant.

5. THE COMMUNITY AUDIT

The Commission regularly interviews local company executives to study the attitudes of the business community. Industries are asked questions relating to taxes, labor, company expansion possibilities, and their attitude towards the City government. Answers are open-ended. Some 200 interviews have been conducted during the last three years. Interviewees are selected either at random or because the Commission has heard a rumor that the company is considering expanding or relocating.

Interviews are recorded on 8-1/2" x 11" paper and are stored by the year in which the interview occurred. Interview ordering is random within years.

6. FILE OF NOTES FROM TRIPS OF WILLIAM H. HARRISON, DIRECTOR OF INDUSTRIAL DEVELOPMENT COMMISSION

Mr. Harrison has taken about four trips East annually since 1962. During these trips he has talked primarily with representatives of firms that are potential candidates for relocation in Oakland. The file is a record of contacts. Reports are printed and contain a compact summary of all discussions.

Filed chronologically.

1. INFORMATION ON OFF-STREET PARKING FACILITIES

Information on public off-street parking facilities is in folders with major headings as follows: districts; acquisition and establishment; maintenance and operation; finances. Files include materials describing capacity and location of each lot, copies of Council resolutions and ordinances, bond issues, contracts, etc.

1. RESERVATION LEDGER

Includes name of group, name of responsible person, address, phone, date requested, number of people expected, facility requested. There is one page for each day.

2. ATTENDANCE RECORDS

Attendance records are only available for special events such as the Garden Show; daily attendance at Children's Fairyland (3 - 4 years).

3. HISTORY OF OAKLAND PARKS AND RECREATION DEPARTMENTS

Includes a narrative on the acquisition of facilities, written in the 1930's. Three copies available - in Park Department, Recreation Department, and California Room of Oakland Public Library, main branch.

4. INFORMATION ON PARKS AND FACILITIES

Brochure with brief description of lodges and club houses (0)

2-page list of rates for clubhouses (0)

Map showing clubhouse locations (0)

1-page list of parks with acreage and locations (0)

5. MAPS OF PARKS

Tracings of each park, mostly up to date as to changes in boundaries, stored in file cases. Up to 1958 or 1959, tracings were microfilmed.

1. AREAS AND RECREATION SERVICES

Brochure entitled "Recreation Guide", June 1958, lists recreation facilities with acreage and location; includes land owned by the Department and school playgrounds used by the Department; a brief description of programs, social clubs, camps, and recreation service groups.

Assorted brochures on individual programs in dance, theater, etc.

2. RECREATION DEPARTMENT'S USE OF OAKLAND PUBLIC SCHOOLS' FACILITIES (0)

Schedule of days, time, dates, facility, and holidays not used for each of the public school's facilities. Ditto, about 20 pages, for Fall 1965 and Spring 1966.

3. OAKLAND INDUSTRIAL RECREATION ASSOCIATION

1964 activity and financial report, 15 pages. (0)

4. CHART OF FACILITIES

For each recreation center and school facility: name, location, transportation, total acreage, equipment and facilities in detail.

5. RECREATION COMMISSION MINUTES OF MEETINGS

In volumes from 1908 to date; also a subject matter index of these books.

6. ATTENDANCE RECORDS

Attendance is estimated by recreation center supervisors; recorded monthly for each center, school facility and citywide activity. Attendance figures are summarized for each year; records have been kept since 1947.

Attendance records are the most reliable for activities which have paid admission such as golf, swimming pools, Christmas pageants, children's camps, and adult camps.

1. RELOCATION SECTION OF PART I APPLICATIONS

Includes information on housing supply from Housing Resource Studies (3); extent of need for relocation from individual projects from 20% sample of households in project (2); and rough estimate of the extent of relocation needs from other public agencies. Done for Acorn, Oak Center (1963), and Corridor (in progress).

Part I's - in book form - are available in limited supply from the Redevelopment Agency Central Office.

2. STUDY OF PERSONS IN REDEVELOPMENT PROJECT

Information includes basic demographic data concerned with housing needs, size and composition of family, financial situation, etc. Latest study done of persons in the Oak Center Area - (1963)

20% sample taken during the survey and planning phase of each project to determine relocation needs. Analyzed and summarized in the Relocation section of Part I applications (1) for Urban Renewal projects -- together with a Housing Resource Study and a rough estimate of the extent of relocation needs from other public actions.

SITE OFFICE

3. HOUSING RESOURCE STUDY

Summary of vacant rental and for sale units within defined price ranges at a particular time - citywide. Information on the units includes the number of vacancies, number of bedrooms, rent asked, limitations set by the landlords.

Done periodically for the preparation of the relocation section of Part I applications (1) for Urban Renewal project areas.

Part I for Oak Center - 2 years ago (1963)

Part I for Corridor - recent or in progress

Latest study done in August 1965 (not yet compiled)

Method: Listing of all vacant units from the Oakland Tribune of one or two days; landlords called to get information listed above; compiled and analyzed by the number of bedrooms to calculate average rent within the following ranges:

No bedroom - \$75 - \$95
2 bedroom - 105 - 125
4 bedroom - 135 - 150

1 bedroom - \$95 - \$105
3 bedroom - 125 - 135

REDEVELOPMENT AGENCY - OAKLAND

SITE OFFICE

4. RELOCATEES - three files - families, individuals, and businesses

Active files on cases in the process of being relocated (mainly from Acorn and Oak Center). Contact kept with family until they are relocated in standard unit or they refuse further assistance.

Information in files: Initial contact after property is purchased by Agency; *Relocation Record (0); Dwelling Unit Inspection Record - for all residential units; and Contact Record; narrative on action, e. g., contact with Welfare, etc.

Filed by case number which is assigned according to whether case is family, individual, or business; cross filed alphabetically in card index (this includes block and lot numbers).

"Keyhole" cards made of certain characteristics (elderly, welfare, etc.) and of coded housing needs.

*Relocation research for families and individuals are confidential.

SITE OFFICE

5. HOUSING REFERRAL FILE

File of Dwelling Unit Inspection Records of units which have been inspected and found to be standard by representatives of the Housing Division on contract to the Redevelopment Agency.

Information on the landlord, number of units, number of rooms, rent, limitations, and 8 items on compliance with the structural condition provisions in the Housing Code and 8 items on compliance with the maintenance provisions in the Housing Code; also referral record with name, case number, date, and action.

Up to date and quite complete information on vacant units within certain lower price ranges; citywide; particularly complete during execution phase of renewal projects.

Method of collection: working relationships with FHA and GI Administration are maintained by the Site Office. Notices of foreclosure for sale are received. The Site Office works with the realtors association, individual realtors, and individual apartment house owners. They receive copies of multiple listings and check newspaper ads systematically.

Ordered by number of bedrooms.

SITE OFFICE

6. STRUCTURES FILE

For every piece of property owned by the Agency - Information: parcel numbers, names of tenants, rent paid, case numbers, unit numbers, kind of use.

Collected during execution by the Real Estate division and certain items of information sent to the Property Management Division of the site office.

Filed by street address.

REAL ESTATE DIVISION

7. OWNER-PARTICIPANT FILES

Includes: title report; housing code action needed; planning division requirement on landscaping, etc.; financial responsibility form; redeveloper's statement of qualifications and financial responsibility (0).

In folders by street address for use of Real Estate Division and summarized in ledger (9) and monthly summaries (14).

REAL ESTATE DIVISION

8. DISPOSITION FILES

Includes: title report, inquiries, offers to purchase with estimated value of building, equipment, number of employees.

In folders by letter designation for disposition parcels in Acorn. Summarized in ledger (9) and monthly statistical report (14).

REAL ESTATE DIVISION

9. LEDGER

One-sheet summaries of each disposition parcel agreement and each owner-participation agreement (0).

Includes address, title report date, value, area, record of documents executed, estimated number of employees, estimated payroll.

Summaries are put in ledger in Real Estate Division, copies in individual files as case nears completion.

REAL ESTATE DIVISION

10. PARCEL FILE

For Acorn - all parcels that have been or will be acquired by the Agency.

Information includes title report; tax information; what the Agency paid for the parcel; income of the property; owner's rental statement (0) including occupants' names, rent paid, etc.

File folders for each parcel by block and lot number.

REAL ESTATE DIVISION

11. REUSE APPRAISALS

Made for each parcel (or % of block) - includes major disposition parcels (to schools, churches, etc.). Report as attachment to Part I application

PLANNING DIVISION

12. PROPERTY PROFILES

For every piece of property in Oak Center -- file includes: Title report (ownership, liens, etc.); housing report, with cost of bringing structure up to code; floor plan; pictures; required work write-up; Triple R - Report of Residential Record.

For purpose of proving financial feasibility of rehabilitation.

Files located at Oak Center Site Office.

PLANNING DIVISION

13. CONDITION OF STRUCTURE SURVEYS

Oak Center and Acorn survey form (0) was 1 page with points on walls, foundations, roofs and general. Corridor project survey forms (0) are much more detailed (6 pages) because of earthquake requirements and because of stricter Federal requirements for rehabilitation projects.

A windshield survey is typically done for the Survey and Planning Application to determine eligibility of area. Interior and exterior surveys are done in much more detail during the Survey and Planning period to determine structural feasibility of rehabilitation. Surveys in Acorn and Oak Center areas were done by the inspectors of the Housing Division on contract to the Agency. The Corridor survey was done by Mosias.

CENTRAL OFFICE

14. MONTHLY SUMMARIES

Statistical tabulation of action taken during the month; e. g., acquisition, disposition, relocation, rehabilitation, etc.

Mimeograph of several pages prepared in central office from division reports. Sent to limited mailing list.

Acquisition and disposition progress is also summarized in map form, which is sent to URA monthly and semi-monthly.

STREET AND ENGINEERING DEPARTMENT - OAKLAND

ADMINISTRATIVE DIVISION

CENTRAL FILES SECTION

1. DOCUMENT FILES (8 drawers)

Documents are divided into six units. Four of these units are filed numerically, one by location, and one by parties to agreements with the City of Oakland. All numbers are assigned by the City Clerk's office.

Numerical

Deeds (D-0000)

Material covers property transfers in which the City of Oakland is a party, and documents which are part of any action taken for street improvements.

Miscellaneous (M-0000)

Material covers agreements, leases, bills of sale, etc., not related to or coming under Deeds, Ordinances or Resolutions.

Ordinances (O-0000)

Passed by City Council.

Resolutions (R-0000)

Passed by City Council.

All "D" and "M" numbers are posted on sewer maps which are on file in the Engineering Information Section. Some, but not all, of the "O" and "R" numbers are also posted on these maps and will be retained permanently. Routine ordinances and resolutions (not posted) are retained for one year only.

Location

These documents are Waivers of Damage and Releases of Claim; agreements not to sue the City. Although they are assigned "M" numbers by the City Clerk's office, they are filed by location in the department because there is no need for posting to the sewer maps.

Agreements

Documents are miscellaneous agreements between the City of Oakland and other parties; assigned "M" numbers by the City Clerk's office, but do not require posting and are filed in the department by the other party's name.

CENTRAL FILES SECTION

2. REPORT FILES (Approximately 12 drawers)

Consists of reports by the Street and Engineering Department, other City departments, other cities, states, Federal and miscellaneous sources. Some reports date back 25 or 30 years, but those most frequently used for reference purposes are within the last 10 years.

Annual reports of the City, County, and State agencies, are filed by source agency. All other reports are filed alphabetically by subject of the report.

A separate index (Kardex) covers reports and because they are consistently asked for under pseudo titles, a great deal of cross-indexing is necessary.

CENTRAL FILES SECTION

3. SEMI-CLASSIFIED SUBJECT FILES (Approximately 12 drawers)

There are 20 major categories, chosen to be broad and inclusive in meaning to cover subject material which is transferred from the sections throughout the department and material originating in Central Files. A subject file brings together in one folder all papers relating to one transaction, or one topic, or one type of record.

The Master Subject index covers all subject material throughout the department and includes cross-indexing under the various terms which might be used to ask for the same subject. Terminology is standardized and by simply marking the section's color designation on the original chainindex card, only one card is necessary for a specific subject even though many sections might have a folder.

Filed alphabetically by subject.

CENTRAL FILES SECTION

4. GENERAL REQUESTS (Approximately 5 drawers)

Consists of police reports, complaints, requests for advice, requests for service, and requests for information from the department. Although a 10-year retention period has been established, at the present time the files go as far back as 1937.

General Requests are filed and cross-filed, if necessary, by location of the area involved. Police reports are filed numerically by the report number.

A location index (Kardex) is maintained on police reports only.

CENTRAL FILES SECTION

5. SPECIAL UNITS (Approximately 8 drawers)

The following records originate in the Engineering Services Section and are transferred to Central Files when the action has been finalized:

- a. Excavation (large) Permits - Filed alphabetically by name of contractor
- b. Franchises - 3 categories - Railroads, utilities, category; then by location within category
- c. Grade Crossings - Filed alphabetically by name of railroad; then by location
- d. Private Access Easements - Filed numerically by easement number which is issued by the Planning Department
- e. Revocable Permits - Filed by name of permittee
- f. Spur Track Permits - Filed alphabetically by name of railroad; then by location
- g. Street Vacations - Filed alphabetically by location
- h. Street Abandonments - Filed alphabetically by location

The following records are routed to Central Files by the Budget Control and Accounting Section:

- i. Contract Agreements - Filed by Auditor-Controller number and indexed by the contractor's name /same contractor's index as noted under Project Files (6)7. Contract Agreements cover fiscal year supplies.

CENTRAL FILES SECTION

6. PROJECT FILES (Approximately 16 drawers)

Consists of projects covering assessments, City contracts, private contracts, force accounts, and urban renewal. Project numbers are assigned and controlled by Central Files with the exception of urban renewal. Sections involved during the active stages of the project have working folders which are turned into Central Files upon completion of the project. Central Files also maintains what is referred to as an "Office Copy" folder on City and assessment projects during the active stages; upon completion of project, folder is added to those of the sections and placed in the completed project files.

Three separate indexes (Kardex) are maintained; one by location, the second one by the auditing number which is used for accounting purposes, and the third by the name of the contractor.

Projects are filed numerically by type of project.

CENTRAL FILES SECTION

7. LOCATION FILES (Approximately 10 drawers)

These records represent material filed throughout the sections under the old system (prior to the installation of the present Remington-Rand system in 1957) of filing everything by location regardless of subject matter. Partial audits have been made by the Assistant City Engineer; otherwise the records have not been disturbed. Although this material is not current, it is used a great deal for reference purposes.

Filed alphabetically by location.

CENTRAL FILES SECTION

8. PHOTOGRAPH FILES

Photographs and negatives belonging to the department are assembled and placed in one special envelope (4" x 6") with stamp thereon showing the project number, location, case of, photo by, date, time, and remarks. Information is typed on the envelope with the section's stamp to indicate the source.

Filed alphabetically by street location, or by subject if no location is involved.

CENTRAL FILES SECTION

9. TRACT (SUBDIVISION) FILES (2 drawers)

Material consists of correspondence, reports, preliminary sketches, tentative and final maps, ordinances and resolutions, etc., all of which are necessary for the processing of tracts. Tract folders in this file are completed or inactive. Active files are in the Engineering Services Section.

Tracts are filed by County Tract Number.

ENGINEERING INFORMATION DIVISION

10. SEWER MAPS

Includes block lines, street widths but not curbs, posted City project numbers, ordinances and resolutions, deed references, location and size of sewer facilities.

Changes in street widths, casements, etc., are posted on the sewer maps on the basis of engineering reports of contracts which go through City Council.

ENGINEERING INFORMATION DIVISION

11. GRADE SHEETS

The only information on grade sheets that is not on the sewer maps is the location and width of curbs.

ENGINEERING INFORMATION DIVISION

12. CARD INDEX OF STREET NAME CHANGES

3" x 5" cards cross filed under old name and new name.

ENGINEERING INFORMATION DIVISION

13. CARD FILE ON STREET IMPROVEMENTS

Includes project numbers of street improvements, conduits, storm sewers, etc. Ordered by street as cross reference to project numbers.

ENGINEERING INFORMATION DIVISION

14. PLANS AND SPECIFICATIONS FILE

Plans and specifications on all projects filed by project number.

ENGINEERING SERVICES DIVISION

15. LIST OF STREET CHANGES (Vacations, openings)

An informal list of location and project numbers of street changes is kept for the current year for information to commercial map companies.

16. RIGHT-OF-WAY RECORDS

These come from the State Division of Highways and show the rights-of-way of freeways and excess land, but not disposition of excess land.

17. BLOCK BOOKS

These are copies of the County Assessor's block maps and include information on ownership parcel lines, name of owner, date the deed was recorded, and street addresses.

The Assessor's numbering system is used for book and page, but parcel numbers are different. Owner's name and date of deed is written in on the page facing the block map. Changes in ownership and parcel lines are posted as deed facsimiles come from the County Recorder via the Oakland Realty Board. Posting

is about 10 days behind the date of deed recording. Relinquishments from Division of Highways to the City are typically four months late.

Each block book represents one section of the City.

Block books are used by the Department for setting up assessment districts, for sidewalk inspections, and by private appraisers, relators, etc.

18. DEFICIENCY INVENTORY

This is a five year inventory, last done in May 1964, of needed improvements in streets, for submission to the State Division of Highways. Includes information on existing and proposed surface type, base type, number of lanes, traveled width, curbs, right of way width, and estimated cost for correcting deficiency (including construction of new streets).

Information is collected from operating departments according to what deficiencies they know about.

Deficiencies are identified by location of termini and listed in a volume which goes to the Division of Highways; copy stays in Department.

19. STREET CONDITION STUDY PROGRAM

An inventory is under way to collect information via field survey on curbs, gutters, sidewalks, pavement type, -- done for parts of North Oakland.

REAL ESTATE DIVISION

20. CITY OWNED LAND

Includes information for city-owned land (except dedicated streets) on location, acreage, what agency it was bought for, date of purchase. This file is complete only for those parcels handled by the Real Estate Division, but has information on some land bought by other City agencies. Block books are checked occasionally for this information.

One card per parcel, ordered by street address.

1. ACCIDENT FILE

Records location of accident, month, date, time (within 5 minutes), and degree of injury (i. e., property damage, injury, or fatality). There is also a collision code that describes how the collision occurred. The code gives the direction of vehicle 1, his maneuver at the time (e. g., turning left), the direction of vehicle 2, his maneuver, and the type of accident (e. g., head on, side swipe). An entry of one line per accident is made. All coding is numerical and is done by hand; no use is made of electronic data processing.

Two sets of books are maintained, a monthly file and an annual file. Entries are ordered by location. For example, the monthly book will list accidents at a particular location during a given month. Books have been maintained since 1963. Prior to 1963, data was maintained on traffic accident punch card (2). Accident file consists of a book of 8-1/2" x 11" pages.

Information comes from police reports. Annual summaries are made for the National Safety Council. The codes describing the collision are occasionally inadequate for accidents that occur at complex intersections. The accident file is an input to decisions relating to street repairs and alterations.

2. TRAFFIC ACCIDENT CARD (O, S)

Records accident location, accident degree, number of persons injured, census beat, date, time, demographic characteristics of driver, demographic characteristics of anyone injured or killed, data relating to the pedestrian if one was involved, condition of the road, and identification of the police officer who made the report of the accident.

Card system has been used between 1942 and 1963, although many of the cards between approximately 1942 and 1947 have been discarded. This system was abandoned in favor of traffic accident book (1) in 1963.

One punched computer card is used to record the data for each accident. Data used as input for decisions on street repairs and alterations. Annual summaries made to National Safety Council.

3. PRIORITY CARDS FOR INSTALLATION OF TRAFFIC SIGNALS

Cards have intersection location and priority for the installation of new signals. Priorities are assigned on a scale between 1 and 32 as a result of department studies. The studies themselves are stored in separate folders (4).

Cards are 4" x 6". Two files are kept; one ordered by location, the second by priority.

4. STUDIES ON TRAFFIC SIGNAL INSTALLATIONS BEING CONSIDERED

Folder has diagrams of intersection, correspondence, important telephone calls, complaints, petitions, engineering studies, and recommendations (O, S). Studies are usually undertaken as a result of citizen requests. As a result of studies, priorities are assigned indicating the desirability of installing a traffic signal at the intersection and transferred to priority cards (3).

Filed by location.

5. TRAFFIC SIGNAL CARDS (O, S)

One card is maintained on every traffic signal in the City of Oakland. Card has signal location, hours of operation, cycle length, cycle division (seconds that light is on green, amber, or red), type of signal (how actuated), and off-set (the time relationship with other nearby signals if the signals are synchronized). Intersection is diagrammed. The timing of the signal is based on the judgment of an engineer.

Cards are 3" x 5" and are ordered by location.

6. OFF-STREET PARKING FILE

Folder of maps having, for each block, the parking available, broken down by type of parking facility (customer, monthly, public and private parking). The number of stalls are indicated and are usually based on the square footage of the lot.

The department has attempted to keep the maps current, since the original 1937 survey by the WPA. The department receives copies of building permits that affect off-street parking and then visually inspects the lot. No general survey has been made since 1937.

7. SCHOOL TRAFFIC MAP FILE

Folder has detailed map of school and streets within about two blocks of the school. Maps show all access locations, traffic signs, traffic signals, and cross walks. Correspondence and reports relating specifically to the school's traffic and road safety considerations are stored in the folders.

One folder per school, whether public or private.

8. STOP SIGN MAP

Large wall map with all stop signs. Changes are posted from work orders and may have slight inaccuracies since no attempt is made to survey stop signs on a systematic basis.

9. SPEED LIMIT MAP

Large wall map with all posted speed limits. Changes are posted from work orders and may have slight inaccuracies since no attempt is made to survey posted speed limits on a systematic basis.

10. STUDIES CONDUCTED BY THE DEPARTMENT

Each folder has diagrams of street segment studies, blueprints, reports and recommendations. All correspondence and important telephone calls are recorded. Folder also has copy of work order, if any is issued. Studies are preserved since 1945 and, in some cases, before then.

Folders are filed by location. Studies relating to new traffic signal installations that are under consideration are stored separately (4).

11. TRAFFIC COUNT MAPS

Traffic counts are recorded on maps for most major streets. However, the counts are as old as 10 years and thus many are out of date. Date of count is recorded. Counts are for 24 hour periods on week days. In some cases, 15 minute counts taken over a 24 hour period are available on tape or on paper and ink graph (called "Econolite" counters).

12. PARKING METER MAPS

Maps record every parking meter and all parking restrictions along every foot of curb. Changes are posted from work orders. Maps may have slight inaccuracies since no attempt is made to survey on a systematic basis.

ACCOUNTING DEPARTMENT

1. TENANT FILES

There is normally one folder per tenant. Folder has the lease agreement, record of payments, related correspondence and notes. Gross income figures are kept for tenants whose rent depends on gross income. Contents of individual folders are confidential to protect the interest of the clients. Folders are also kept on prospective tenants.

ENGINEERING DIVISION

2. MAP AND DRAWINGS FILE

Port has extensive, detailed maps of all Port property with information on soil, tides, soundings, construction plans, etc.

MARINE TERMINAL DEPARTMENT

3. TERMINAL REPORTS

Monthly reports on 8-1/2" x 11" paper list name of ship and tonnage, inbound and outbound, for two of the three shipping companies that operate their terminals in Oakland. The two companies reported are Howard Terminal Company and Encinal Company. Sealand Corporation does not submit tonnage reports.

OAKLAND AIRPORT

4. TENANT FILES

Most of the correspondence, data, contracts, etc. in these folders are photocopies of the files held at the Port. Certain breakdowns of air traffic by airline are accumulated but are not generally available. In addition, correspondence with prospective tenants is kept. Most of file contents in unaggregated form are confidential.

OAKLAND AIRPORT

5. TOWER REPORTS

Daily summaries of aircraft movements are published each month and consist of a single 8-1/2" x 11" page.

1. APPLICATION FOR HOUSING

Folder for each applicant has application for establishing eligibility (2), housing score sheet (3), veteran's exemption form for applicant with service connected disability (4), application for establishing income eligibility (5), affidavit of support or non-support if applicant is divorced woman (6), certification of non-membership in subversive organizations, reports of verification of income.

Filed by race of applicant, number of bedrooms, and then alphabetically by applicant. Folders are maintained separately for incomplete applications and withdrawn applications. An application is withdrawn when applicant fails to report to PHA every 60 days.

If applicant is assigned housing, the folder becomes the tenant folder (9) and is sent to the office of the project manager. There are two project managers; one for housing projects in East Oakland, and one for projects in West Oakland.

2. APPLICATION FOR ESTABLISHING ELIGIBILITY FOR PUBLIC HOUSING (O, S)

This application is completed by the interviewer of the applicant. Entries on application include: name of tenant, race, date of birth, list of household members, their sex and date of birth, whether veteran, reason for application (e. g., displaced because of urban renewal, enforcement of housing code, substandard housing). When applicant moves into apartment, the rent at admission and income are entered.

Placed in application folder (1). 8-1/2" x 13" sheet.

3. HOUSING SCORE SHEET (O, S)

Applicants are assigned public housing only if they are displaced through eminent domain or code enforcement, or if they live in substandard housing. This form is completed by the housing project manager if the applicant claims to live in substandard housing. It has information relating primarily to structural deficiencies of the applicant's present dwelling.

Placed in application folder (1). 8-1/2" x 13" sheet.

4. VETERAN'S EXEMPTION FORM FOR APPLICANT WITH SERVICE CONNECTED DISABILITY (O, S)

Form is signed by applicant and allows PHA to inquire about the applicant from the Veteran's Administration. Then, results of inquiry are entered on form. Service connected disability allowances are not considered as part of the maximum income limit on eligibility for housing.

Placed in application folder (1). 8-1/2" x 11" sheet.

5. APPLICATION FOR ESTABLISHING INCOME ELIGIBILITY (O, S)

Has name of applicant; details on applicant's income broken down by source; marital status; check if veteran; service or civilian; breakdown of family composition; bedroom size required; number of children in school; if expecting another child, the anticipated date; and proof of amount of assets if any.

Placed in application folder (1). 8-1/2" x 13" sheet.

6. AFFIDAVIT OF SUPPORT OR NON-SUPPORT (O, S)

Completed by divorced women attesting to how much alimony, if any, she receives.

Placed in application folder (1). 5" x 8" sheet.

7. APPLICANT CONTROL CARD (O, S)

Card has name of applicant and serves primarily to record (on back of card) whether applicant has checked back with office, as required, every 60 days. If applicant is offered housing, this is noted along with the identification of the unit made available. A separate file is kept of applicants who are assigned housing; cards are discarded if tenant leaves project.

All cards have been kept since 1963. Filed by location of housing unit. 5" x 8" card.

8. SPACE INVENTORY CARD

Gives record over time of each unit controlled by PHA. Card has unit location, tenant name, rent, and dates rented.

Filed by location of housing unit. 5" x 8" card. The space cards are maintained in the Project offices.

9. TENANT FOLDER

When an applicant is assigned an apartment, the application folder (1) becomes the tenant folder. In addition to the information in the application folder, annual reviews of income are made and the results recorded on the application for establishing income eligibility. A copy of the lease (O, S) is included in the folder.

Filed by location of housing unit. There are two files of tenant folders -- one in West Oakland for West Oakland housing projects, and one in East Oakland for East Oakland housing projects.

Folders are kept for 2 years after tenant moves out.

10. QUARTERLY REPORT ON RE-EXAMINATION OF FAMILIES IN LOW-RENT HOUSING (0)

Quarterly report filed with Public Housing Administration of HHFA giving data on each housing unit. Data includes unit number, age of head of family, number of family, income, sources of income, rent, number of minors, total income, income for eligibility, service status, family status, admission date, and check if within income limits.

Copies are stored by date. 8" x 14" sheets.

11. ANNUAL RE-EXAMINATION CONTROL CARD (O, S)

Tenant's income is re-examined annually (and, at more frequent intervals, if required) to establish eligibility for public housing and amount of rent. Control card serves to record whether review has been made. Card has unit number, tenant name, unit size, date interview is scheduled, date review completed, estimated income, number of minors, number of adults, present rent, new rent. Details of interview are on the same form that was originally used to establish income eligibility (5) and is placed in the tenant folder (9).

Filed by location of housing unit. 5" x 8" card.

12. QUARTERLY REPORT FOLDERS

Folders have re-examination report (10) and back-up work sheets showing details on each person in public housing.

Folders kept since 1959. Filed by project and then by quarter.

13. MOVE-IN CARDS

Cards refer to tenants in projects. Cards have name of applicant, location of unit rented, size of unit, rent, source of income, service status, race, and nearest relative.

Filed alphabetically by name of applicant. 3" x 5" cards. Cards are discarded after tenant moves out.

14. REPORT OF OVER-INCOME TENANTS

Form serves to report to U. S. Public Housing Administration the number of tenants who no longer qualify for public housing because their income is too high. Form completed semi-annually and has number of units occupied at end of period and reports on tenants over-income.

Filed chronologically. 8-1/2" x 11" sheet. This report is maintained in the Project offices.

15. ADDITIONAL REPORTS KEPT ON LEASING AND OCCUPANCY

(A) Delinquent file of tenants who have moved out.

(B) Monthly report of the waiting list

(C) Quarterly report: Applications on file beginning of quarter
Applications taken during quarter
Applications withdrawn during quarter
Applications on file at end of quarter

16. SPECIAL SURVEY

In 1963, a survey was made that was concerned primarily with the demographic characteristics of tenants in Oakland public housing. The report was never distributed. Questions relating to the report or to statistical compilations in the report should be addressed to Mr. Reginald J. Guichard, Jr., Executive Director.

1. STUDENT LOCATOR FILE

Includes name, sex, birthdate, birthplace, place arrived from, parent name, cumulative record of changes of school and home address and category of change coded.

Stored on cards in the Administration Building, (0). Alphabetically by name of student and summarized annually in "Report on (16,000) Transfers from the Oakland Public Schools --". (5). Also used to prepare three studies done annually (2, 3, 4).

2. COMPARISON OF OCTOBER PROJECTED ENROLLMENTS WITH ACTUAL ENROLLMENTS

For each school and for total senior high schools, junior high schools, and elementary schools -- projected enrollment, actual enrollment, difference, percent difference. This is an annual study.

3. PUPIL TURNOVER STUDY (0)

For each school and for total senior, junior, and elementary schools -- total gains, total losses, first statistical enrollment, percent turnover. This is an annual study.

4. PUPIL MOBILITY STUDY (0)

For each school and for total senior, junior, and elementary schools -- total gains, total losses, average enrollment, percent mobility. This is an annual study.

5. REPORT ON TRANSFERS FROM THE OAKLAND PUBLIC SCHOOLS DURING THE FIRST TO TENTH STATISTICAL REPORTING PERIODS. ANNUAL REPORT. (0)

Includes summaries, by high school attendance areas, of transfers within the Oakland School District; out-migration; summary of destination data.

Note: Record is now also being kept on origin of in-migrants to the Oakland School District.

6. CENSUS TRACT CONTRIBUTIONS TO JUNIOR HIGH SCHOOL ATTENDANCE AREAS (O). CENSUS TRACT CONTRIBUTIONS TO HIGH SCHOOL ATTENDANCE AREAS.(O)

Listing of each census tract with the percent it contributes to each of the school attendance areas.

Four page, dittoed report, done in June 1964. Used to project enrollment by grade using the cohort survival method and Alameda County Health Department records of live births.

7. MAP SHOWING LOCATIONS OF JUNIOR AND SENIOR HIGH SCHOOLS, 1965. (O)

8. ELECTRONIC DATA PROCESSING: INFORMATION AVAILABLE ON EDP

Limited student identification data (O) is now on EDP, 1401, disk storage with random access. By end of 1965-1966 year there will be address information from Student Locator File on EDP. Later, there will be certain information from Registration cards (O) - now filed in schools.

9. RACIAL COMPOSITION OF PUBLIC SCHOOLS

From time to time the Oakland School Board publishes reports on racial composition of public schools giving the number of children in each of the following categories: Spanish surname, other white, Negro, Oriental, and other non-white. The figures are collected by classroom teachers on a specified day and do not include absentees.

The most recent report (1965) was published in limited quantities and is only available to City department directors.

1. FORMS USED IN FIELD (O, S)

Nine forms are used to collect data. The forms fall into two categories: building records and property appraisal records. Three building records of particular interest are residential, industrial, and commercial. Information includes a detailed description of the building; construction record noting building permits issued; "normal percent good" noting age, remaining life, etc. Property appraisal records include information on assessment year, structure replacement cost, land value, structure's replacement cost less net depreciation, appraisal, and assessed values for land and improvements.

For a more detailed description of which items are entered systematically on record and on accuracy of the information, see memo by Peter Fox, November 1, 1965, in 701 files.

Records are filed by location. If a building permit is issued, the building sheet is placed temporarily in a partial construction card (2) file and returned to the regular file when construction is complete.

2. PARTIAL CONSTRUCTION CARD (O, S)

This 3" x 5" card has the assessed value of buildings that are partially constructed, either because they are new or because they are being renovated or improved. Card has book, block, parcel, address, name of owner, current value on the roll, assessed value for that year, estimated assessed value when improvement is completed.

Card is attached to standard building appraisal records and filed separately by book, block and parcel.

3. SALES DATA INPUT FORM (O, S)

Form 3" x 5" has account number, date of sale of properties, list price, sales price, indication of whether sales price is accurate or whether it is an estimate. Forms kept for the last two years.

4. SECURED PROPERTY ASSESSMENT LEDGER CARD (O, S)

Title has code area, book, block, parcel, address. Beneath this is entered: date, name of owner, amount of deed of trust, internal revenue stamps, annual assessments on solvent credits (accounts receivable), land, improvements and personal property. This is updated by entries on

additional lines on the card. Filed by location. 7" x 8" card.

5. EQUIPMENT AND INVENTORY ASSESSMENT LEDGER CARD (O, S)

Title of card has location identification, name of owner, mailing address, location of property. Beneath this is entered: date of entry, solvent credits (accounts receivable), personal property and improvements assessments. This data occupies one line. Revisions are shown by completing an additional line of the ledger card.

Filed alphabetically by owner's name. 7" x 8" card. Equipment and inventory may be secured or unsecured.

6. UNSECURED HOUSEHOLD PERSONAL PROPERTY ASSESSMENT LEDGER CARD (O, S)

Has code area, book, block, parcel, and address of property. This identifies the location of the unsecured property and represents the card heading or title. Beneath that is entered the following information: date of entry, name, billing address if different from that in title, and assessed value. The two lines giving this latter information are revised if there is a change in any of the items entered. The ledger card is formulated to record these changes. Each change occupies another two lines. Filed by location. 7" x 8" card.

7. ASSESSMENT ROLL BOOKS FOR SECURED ROLL

Has, for each piece of property: code area, book, block, parcel, and assessed value of solvent credits (accounts receivable), land improvements, personal property. Exemptions are also noted. Has owner and mailing address.

Books date back before 1900. Current information is coded on computer tape in addition to being printed in the books.

8. ASSESSMENT ROLL BOOKS FOR UNSECURED ROLE

Description same as for assessment roll books for secured property (7), except that data applies to unsecured property.

9. APPRAISAL MAPS

Have block and parcel number, dimensions of property, cost of Internal Revenue Service stamps and deed of trust amount, date of transaction, if property has changed hands. Transaction value can be inferred from the

Internal Revenue Service stamp cost and the deed of trust, although this is not always accurate. It is usually accurate with regard to residential property. Some buyers will buy more stamps than are required to make it appear that they paid more for their property than they actually did.

Maps are in books and are filed by location.

10. TOTAL PROPERTY RECORDS

Has location of property and record of sales or listings taken from newspaper advertisements, multiple listing services, field referrals and any other source. Estimate of transaction price and source of estimate is given.

8-1/2" x 11" sheets, filed by location. Records kept since 1963.

1. CENTRAL SOCIAL SERVICE INDEX

The Center has developed a central index system which will provide the four major social service agencies (Welfare, Health, Institutions, Probation) with an interrelated, person-oriented index file. Basically, this system will provide each agency with readily accessible information relating to their particular agency and will provide the facility of cross-referencing individuals between the participating agencies. Information in the index is identification items. Each of the agencies will be joined via electronic inquiry terminals, phone lines and the computer control units to the magnetic storage unit.

ID information in the Welfare Department files has been converted to the index system. Health Department ID information will be added in 1966 and the other agencies thereafter. For more information on the operation of the central index, see "Alameda County Welfare Central Index," ditto, 13 pages, draft 1/65.

1. CENTRAL HEALTH INDEX

Now in the process of being developed is a central index of persons known to the Health Department. Certain identification information such as name, address, birth date, sex, race, case number, worker number will be put on electronic data processing equipment in order to organize access to case files.

Basic sources for this information are birth certificates, and individual activity records of contact with nurses, health institutions, and disease control division of the department.

2. BIRTH CERTIFICATES

Filed numerically. There is an alphabetical index with name, address, and certain other identification information on punch cards. Other information from the birth certificates such as census tract, identification of parents, occupation of father, and medical data is punched on a separate deck of cards and used by the Health Department for statistical analysis.

Identification information will be incorporated into the Central Health Index (1) and into the Central Index of persons being developed by the Alameda County Data Processing Center.

Information on births is used widely. For example, the Oakland School District uses information on the numbers of live births per census tract to estimate school enrollment.

3. DEATH CERTIFICATES

Filed numerically. There is an alphabetical index with name, address, and certain other identification information on punch cards. Other information from the death certificates is punched on a separate deck of cards and used by the Health Department for statistical analysis.

4. INDIVIDUAL ACTIVITY RECORD

These records summarize contacts with persons by public health nurses. There are some 40,000 in the county (18,000 in Oakland). Information includes name, address, census tract, case number, public nurse number, age, race, sex, marital status, activity summary, admission summary, education and occupation.

HEALTH DEPARTMENT - ALAMEDA COUNTY

Identification information will be incorporated into the Central Health index (1) and into the Central Index of persons being developed by the Alameda County Data Processing Center.

Since July, 1965, information on these records enables analysis of mobility between census tracts. Such an analysis is planned in 1966.

5. REPORTS

Regular reports are published at least once each year summarizing the evaluation of each of the programs of the Health Department. These are generally available for distribution.

An annual report is published summarizing the activities of the department and the evaluation of programs.

6. VACCINATION ASSISTANCE PROJECT SURVEY

The Health Department conducted a field survey in the spring of 1965 with a sample of 4,000 households (information on all family members) and an additional 4,000 households (information on members under 5 years of age and between 15 and 19 years of age). Information collected included basic demographic data: age, sex, family composition, employment status, job description; and information on health history, vaccinations, etc. Analysis is proceeding at present.

1. POPULATION ESTIMATING PROGRAM

Semi-annual tabulations are made of the number of housing units by structure type for statistical areas, cities, and larger areas of the County. Estimated vacancy rates (based on PG&E electrical meter data) for the above areas, and estimated persons per housing unit factors are applied to housing unit figures to obtain population estimates. Data has been collected and population estimates made since 1960.

2. POPULATION PROJECTIONS

Projections of population and of employment in ten-year intervals have been made for County planning areas and planning units, including some cities. Series runs to 1990. 1970 projections are available for all unincorporated census tracts in County.

3. ALAMEDA COUNTY GENERAL PLAN

The General Plan is currently in the public hearing stage. This general land use plan for Alameda County, 1990, integrates individual city plans and sets forth proposals for unincorporated areas in the County. It contains gross acreage of residential density and industrial land proposals by planning area, plan population holding capacities by planning area, projected industrial land needs by planning unit. Work sheets contain assumed household sizes by density and planning area.

4. PLANNING LIBRARY

The library contains plans and reports of every city and agency in County and many for other counties. It also has papers on planning and design and much of the significant technical literature in recent years. Completely cross-indexed by subject.

5. LAND USE MAPS

1957 and 1962 land use maps for Alameda County and all cities within the County. Each set contains four maps approximately 4 by 6 feet on cloth at the scale of 1" to 2000'. Land use is denoted in 17 categories including five residential categories.

1964 land use map for Alameda County. Scale 1" to 4000'. Size 4 by 6 feet. Has 19 land use categories with 7 residential.

6. LAND AREA TABLES

Planimetered land and water areas of census tracts, cities, planning areas, and planning units in Alameda County.

7. ZONING MAPS

The zone district is noted for each lot on assessor's map base for all unincorporated areas in the County. There are 18 zones and 15 combined districts. This project is only one-half completed at this time. Maps are filed in books by location. Approximate size 1-1/2 by 2 feet.

1958 zoning map for Alameda County. The map is approximately 4 by 6 feet on cloth with a scale of 1" to 4000'.

1964 zoning maps for Alameda County. Four maps, approximately 4 by 6 on cloth are scaled at 1" to 2000'.

8. ENUMERATION DISTRICT MAPS

The Alameda County Planning Department is the depository for 1960 census enumeration district maps for the County.

Note: Any data about individual cases is by law confidential. Most of the forms mentioned here fall into this category; however, tabulations of some data might be arranged with the Welfare Department.

1. CENTRAL INDEX CLEARANCE AND PERSON INFORMATION FORM (O)

Gives case number, date, name of recipient, social worker position number, Census tract, date and location of birth of recipient, sex, race, social security number.

The information on this form is stored on tape in the Alameda County Data Processing Center. See the description of the Central Social Service Index, page 57. Print-outs of various tabulations, such as the number of welfare cases in each Census tract, are easily available.

2. PERMANENT SAMPLE FORMS (O)

1. Old Age Security Permanent Sample - Intake Social Data Schedule
2. Aid to Needy Disabled - Intake Social Data Schedule
3. Aid to Families with Dependent Children - Intake Social Data Schedule
4. Aid to Families with Dependent Children - Unemployed - Employment History Schedule
5. AFDC Discontinuance Social Data Schedule

Each form contains comprehensive ID data and other data pertaining to the particular program the recipient is in. These forms are not made out for every case. They are supplied to the State of California, Department of Social Welfare as part of a state-wide sample of each aid program. (See top left corner of each form for sampling provisions).

3. ALAMEDA COUNTY WELFARE DEPARTMENT - FACE SHEET (O)

Gives date, Social Worker position number, Census tract, date of application, name of case, marital status, case number, present and past addresses, names of all involved in case, sex, birthdate, birthplace, social security numbers, education, schools attended, occupation, race, military service history, arrival date in County, State, and United States, date of naturalization, history of marriages, reason for applying for welfare, detailed listing of income and real property, employment record, debts, references, religion, plan for completion of Welfare investigation, and other information.

This sheet serves as the main sheet of each individual case record. It is kept on top of the other sheets in the folder for each record. Case records are in possession of the individual social worker.

4. MISCELLANEOUS FORMS

Title and general contents or purpose of form

1. Statement of Employability - Sent to medical institution where applicant is receiving treatment. To determine if applicant is medically unfit for certain types of work.
2. Income Agreement - Agreement with aid recipient on how to spend Welfare money.
3. Medical History - Questionnaire to be filled out by applicant on past and present illnesses.
4. Statement of Parent Living Apart from Child - To be filled out by absent father stating how much he contributes to support of child.
5. Agreement to Contribute by Parent Living Apart from Children - This is self-explanatory.
6. Applicant's Statement - Statement of applicant for Aid to Dependent Children explaining that he understands circumstances and provisions of aid.
7. Application for Aid to Families with Dependent Children, Boarding Homes and Institutions - Formal application for aid to specified children in a boarding home or institution.
8. Affirmation of Eligibility - Statement of facts relating to eligibility for Aid to Families with Dependent Children.
9. Budget Work Sheets, Aid to Families with Dependent Children - Form for figuring amount of aid to be authorized for each case.
10. AFDC Social Study Work Sheet - Assessment by the social worker of aid recipients' functioning in different areas of life. Used to aid case planning.
11. Untitled form - Form sent to employer of applicant to verify earnings, period of employment, and other data.
12. Personal Property - Lists personal property and other assets of individual on welfare.
13. Application for Failure to Provide Complaint - To be filled out by welfare applicant where other parent does not provide support.
14. Statement of Complaining Witness Concerning Absent or Non-Contributing Parent - To be filled out by welfare recipient for District Attorney's office to prosecute non-support cases.

WELFARE DEPARTMENT - ALAMEDA COUNTY

15. Applicant's Supplemental Statement - To be filled out by applicant. Contains ID, financial, and other information. Purpose is to assist the Welfare Department in the investigation of application.
16. Oakland Unified School District Child Care Centers - Social worker's statement verifying the amount of aid received by case.
17. Insurance Statement - Statement made by Insurance Company verifying applicant's insurance.
18. Consent for Release of Information - Consent of applicant for release of any information to Welfare Department.
19. Untitled - Form sent to financial institution verifying applicant's account.
20. Authorization to Inquire into Commercial or Savings Bank Building and Loan and Postal Savings Account - Applicant's permission for Welfare to inquire into his bank account.
21. Employment Counselor Work Sheet - Detailed assessment of applicant's employability plus record of tests, job interviews, etc. Filled out by employment counselor.
22. Referral to Employment Rehabilitation Section - Self-explanatory.
23. Openings for Assignments of Trainees in Work Training Project - To be filled out by agency which has opening for Welfare Employment Trainees.
24. Employment Questionnaire - Plans, employment history, availability, etc. Filled out by applicant to aid Department in placing him in employment.
25. Aid to Families with Dependent Children, Home Call and Work Sheet - Filled out by interviewer in home of applicant. Lists much ID, financial, social information. Also has interviewer's assessment of applicant's living conditions, strengths and weaknesses, plus priority needs of the case.
26. General Assistance Home Call Sheet - Filled out by interviewer in home of applicant. Has ID information, financial, social data.

5. MONTHLY REPORT (O)

A six- to ten-page report includes information on increases and decreases in expenditures and case loads for each of the welfare programs, totals compared with the previous year, total number of cases, etc.

1. POPULATION PROJECTIONS

Gives population data by city, county, and county planning areas. Projections are made by five-year increment to the year 2000. Also given are the 1960 and 1965 populations, employment forecasts, and population holding capacity based on current zoning regulations. Data are from a variety of sources ranging from the U. S. Census to consultants' reports and forecasts.

11" x 36" chart prepared in 1965.

2. DOCUMENTS CHECKLIST

Tabulates, by city and county in Bay Area, the dates of the most recent circulation plan, general plan, park plan, public facilities plan, community renewal program, capital improvement program, general zoning plan, subdivision plan. Also lists renewal projects, major government capital projects.

Checklist was derived in August 1965.

3. MAP OF GENERAL PLANS

This is a wall map indicating land use in the Bay Area as projected in general plans, in 1985 or 1990.

4. AERIAL PHOTOGRAPHIC MAPS

These maps were flown in 1964 and match the maps of the U. S. Geological Service that have a scale of 1" = 2000'. Maps cover the nine-county Bay Area.

5. ZONING MAP

This is a 4' x 8' wall map giving, by color codes, the general zoning regulations in the Bay Area. Scale is 1" = 2 mi. Current in 1965.

6. MISCELLANEOUS MAPS

ABAG has a variety of maps relating to the Bay Area, including maps of power lines and detailed road maps. They also intend to survey all government agencies, utilities, governmental authorities (e.g., port authority) to estimate the influence of their plans and programs on the Bay Area. ABAG's intention is to show these plans on maps.

7. PLANNING DOCUMENTS LIBRARY

ABAG is collecting, and intends to maintain, a complete file on all current general plans and development controls of all Bay Area governmental jurisdictions. They also hope to collect, or cite references to, all recent economic, demographic, etc., studies of any portion of the area. ABAG's own collection is already catalogued, and the citations will be completed in January 1966, using the RAP system, a fairly recent office materials filing system, usable either manually or automatically. ABAG hopes soon to develop a retrieval program and act as a center for Bay Area planning information, accessible to all member agencies. (701 office has a copy of their cataloguing manual.)

1. HOUSEHOLD SURVEY -- SHORT FORM (O, S)

About 55,000 households are being interviewed. This form of interview, together with the long form survey (2), constitutes a 4.2% sample. Respondents were asked questions relating to composition and demographic characteristics of household, and number and type of motor vehicles. Each person in household who is 16 years or older is asked for information relating to education, occupation, whether they drive and where they park. Interviewer fills out observations on structure type, present neighborhood, condition of structure and whether respondent had a marked foreign accent. In addition, every person over 5 is asked about his trips for a 24-hour period. The following is recorded for each trip: origin; destination; trip purpose, land use; time; blocks walked; mode of travel; for transit users -- time waited at start and at transfer point, and whether car was available; for drivers -- number of riders, type of parking, time to find parking and cost of parking.

Nonresponse rate around 10%. Survey to be completed in beginning of 1966 and will be coded for computer input.

2. HOUSEHOLD SURVEY -- LONG FORM (O, S)

Questions are identical to the short form (1) except that the following are added: questions that relate to job mobility in last 10 years, mobility of each member of household, nature of companies for whom respondent worked, all previous addresses whether home owned, value and size of home (for last 10 years), structure type, number of rooms, date of construction, change in membership of household, reasons for moving, characteristics of neighborhood and structure, ownership of second home, long distance trips, important factors in home selection, major complaints about local government.

There were about 5000 respondents (600 or 800 respondents per month) distributed more or less evenly over the analysis area. This is designed to trace certain effects over time and to be able to take into account factors such as seasonality. Nonresponse rate around 10%. Survey to be completed in early 1966 and will be coded for computer input.

3. MAIL SURVEY (O, S)

Respondents are those whose cars are seen crossing certain screen lines where it is judged too dangerous to stop vehicles to interview drivers. The license is recorded and the automobile owner determined through the records in Sacramento. Respondents are asked for their origin and destination, and their trip purpose.

BATS has received 100,000 completed questionnaires, representing a response rate of about 44%. Responses will be coded for computer input.

4. ROADSIDE INTERVIEWS (O, S)

These are of two types: screen line and cordon line. Screen line interviews involve stopping automobile drivers at points within the Bay Area (i.e., the area of analysis); cordon line interviews involve stopping the drivers either leaving or entering the Bay Area. In both interviews, respondents are asked questions relating to that particular trip's origin, destination, land use at origin and destination, trip purpose, trip frequency, and bridges crossed. Some 200,000 roadside interviews have been completed. Responses will be coded for computer input.

5. EMPLOYMENT DATA

BATS has computer tapes from the State Department of Employment that list number of employees with each firm for employment covered by unemployment insurance. BATS is surveying all manufacturers employing 200 or more to determine the number of employees at each work site. Retail and service employment will be allocated to addresses by mathematical models. In addition, BATS is contacting all government agencies, school districts, etc. to get data for uncovered employment.

Employment data should be prepared by June 1966.

6. AERIAL PHOTOGRAPHS

These were flown for BATS in spring and summer 1965 at a scale of $1'' = 1000'$ and have been blown up to either $1'' = 200'$ or $1'' = 400'$. About one-third of the total area, representing the more built-up area, is blown up to $1'' = 200'$. Photographs are inputs to land use maps (7).

7. LAND USE MAPS

Land use maps are being prepared largely from aerial photographs (6). BATS expects to be able to interpret about 66% of land use from the photographs, possibly using some secondary sources such as reverse directories and manufacturing directories for further information. The remaining 34% of the Bay Area will be analyzed from secondary sources and field work. The land use classification system is based on the standard HHFA-BPR manual, with certain sections of the classification being expanded, especially those relating to residential and vacant land. A four-digit code is used, but it is expected that much of the area will only

be analyzed to two or three digits. Land use analysis has not yet begun, although drafts of the manuals have been prepared.

8. MISCELLANEOUS SURVEYS

BATS intends to survey streets and existing facilities, such as stop signs and stop lights. The methods for conducting this survey have not yet been determined. A truck-taxi survey will be conducted, but has not yet been designed. BATS is considering a survey of floor space.

WEST BAY RAPID TRANSIT AUTHORITY

1. SURVEY OF TRANSIT RIDERS (O, S)

Transit patrons in San Mateo County of Southern Pacific Railroad and Greyhound Bus Lines were asked to complete written questionnaires in November 1965. Patrons were asked to fill out cards indicating origin, destination, trip purpose, availability of automobiles, and availability of other vehicles for that particular trip.

Roughly 9,000 responses were received, representing a non-response rate of about 30% for Southern Pacific patrons, and 30% for Greyhound patrons. The difference in the response rate is attributed to bad weather on the day that Greyhound patrons were interviewed.

1. INTERVIEWS OF TRANSIT RIDERS (O, S)

Transit patrons of San Francisco Muni, A-C Transit and Greyhound Bus Lines were asked to complete written questionnaires in June 1965. Patrons were asked to fill out cards indicating origin, destination, trip purpose, availability of automobiles, and use of other vehicles during that particular trip.

125,000 responses were received representing a non-response rate of 50%. Final report will be ready by November 1966.

1. OFFICE SPACE OCCUPANCY SURVEY (O, S)

Most office buildings in downtown Oakland are represented in the Association. Members report, for their buildings, competitive rentable area for offices, broken down by whether it is occupied or vacant. Unoccupied space that is under lease is classified in the "vacant" category. Also reported is rentable area for stores. All space figures are for net rentable area.

Surveys are on 8-1/2" x 11" papers and are conducted semi-annually. Files kept for previous ten years.

The replies of individual firms are confidential and cannot be released. The numbers throughout the City are aggregated and reported to the national headquarters of the association on a form that is virtually identical. These numbers are printed semi-annually for Oakland and other cities in the U. S. and Canada in Skyscraper Management, the trade journal of the national association.

1. BUSINESS ESTABLISHMENT DIRECTORY

For each business establishment except government: includes name of firm, name of key man, address, zip code, phone, indication of whether this is a home office with branches, a branch office, or a one site establishment, four digit Standard Industrial Classification code, and number of employees in one of eight ranges. (The largest category is of firms with over 200 employees.)

Sources of information are primarily a telephone survey of establishments listed in the phone book, supplemented with firms indexed in cities' business license divisions.

There is a directory for the East Bay, including Alameda County and western Contra Costa County. This directory has firms ordered in five different ways: by postal zone and street address; by SIC code and name of firm; by name of firm; by name of key person; and by phone number.

Information is also available on electronic data processing tapes and cards.

Contacts Influential International, Inc.
1245 Van Ness Avenue, San Francisco

2. APARTMENT HOUSE DIRECTORY

For each apartment structure with four or more units: includes street address, number of stories, type of construction, number of units, year built if after 1950, name and address of owner, Assessor's book, block, and parcel number, assessment of land, assessment on building.

Sources of information are primarily building permits. There is a directory for the East Bay which is revised annually with quarterly supplements. The items are ordered alphabetically by street address and by name of owner.

Apartment Directory Company
16741 East 14th Street, San Leandro

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